

PRELIMINARY SITE PLAN REVIEW CHECK LIST

(DEADLINE: WEDNESDAY, 3:00 PM, FEE \$50.00)

NOTE: PLANS WILL BE REJECTED IF THE FOLLOWING CRITERIA IS NOT ADHERED TO

- ☐ 2 – 24"x36" scaled, Site Plan (any additional plans submitted must also be in a 24"x36" format)
- ☐ All plans must be blackline prints only (no shading, gray-tones, aerials, etc)
- ☐ Provide all applicable site data (see below)
- ☐ Provide Project Submittal Form

Show the following site data on plans:

- A. Submitted by (name, address, phone)
- B. Project Name
- C. Site Address
- D. Proposed uses and/or **Scope of Work**
- E. List all Use Permits or Variances requested
- F. Location Map, oriented the same direction
- G. Bar Scale and North Arrow
- H. Legal Description
- I. Property Lines / Lease Lines / Phase Lines:
 - 1. Fully Dimensioned
 - 2. Street R.O.W. / Alleys / Easements
 - 3. Setbacks
- J. Parcel Size (net & gross)
- K. Zoning (existing and proposed), and indicate if property is in an Overlay District
- L. Building area, percentage of lot coverage, height of building, number of stories
- M. Type of Construction per Uniform Building Code Table 17A
- N. Indicate if building (s) will be equipped with an automatic extinguishing system per City of Tempe UBC
- O. Number and type of residential units, if applicable
- P. Density, if applicable
- Q. Parking required and provided (tabulate per use / building area excluding thickness of exterior walls)
- R. Landscaping on-site, required and provided by percent of site (also, show landscaping in right-of-way)
- S. Closest fire hydrant
- T. All existing and proposed refuse enclosures
- U. Show and dimension all streets, medians and driveways (both sides of street within 125' of property)
- V. Show all existing and proposed storm drains, sewer lines, water lines, Fire Department connection and hydrants
- W. Show proposed retention areas for 100 year, one hour storm with preliminary hydrology calculations, using the City Design Criteria*
- X. Bike racks shall be installed near main building entrances per C.O.T. Standard Detail T-578.

* For City of Tempe Engineering Design Criteria, see www.tempe.gov/engineering